Educational Leadership Measurement Tools Workgroup

Educator Effectiveness Project

JSD ASB

MINUTES

February 23, 2012: Meeting #7

Present: Ann Anderson, Sol V. Garcia, Jay Blain, Stephen Dimond, Scott Bushnell, Jane Ann Bitton, Vicci Gappmayer, Suzanne Cottrell, Brian Dawes, Lee Gagon, Richard Holmes, Barry Graff, Patrick Garcia, Mike Smith, Andrea Rorror, Morgan Murdock, Kerrie Naylor

Excused: Dixie Allen, Kim Baker, Greg Proffit, Ken Rowley, Bob Gentry, Steve Laing, Betty Barnum, Tod Johnson, Jeannie Rowland

1. Welcome and Introductions

Kerrie (9:00)

- Roll, travel vouchers, etc.
- Review Minutes from Feb. 9, 2012 Meeting #6
- Review Agenda
- Goals for Today
 - A. Complete the evaluation system forms and processes
 - B. Outline the focus group process for March 13

Minutes were moved and seconded by Steve Dimond and Suzanne Cottrell. Minutes were approved as written. The goals for the day were reviewed.

2. Recap meeting #6 and identify the gaps to fill

Kerrie (9:10)

A handout of a DRAFT outline for the Educational Leadership Evaluation System was reviewed. This document identified the gaps in what the committee had created in the Feb. 9th meeting and needed to complete today. This outline will be attached to the minutes. Decision Points made at the last meeting were also included in the packet.

3. Small Work Teams Kerrie (9:30)

TEAM #1: Observations of Professional Practice

TEAM #2: Professional Growth for formative and summative purposes

TEAM #3: Logistics of the Evaluation System

(Teams will present their ideas on the screen by loading on the laptop)

Teams were given a list of TASKS to complete by the end of the meeting. Kerrie reviewed the tasks for each group with the entire group to ensure that everyone would see the complete picture while developing observation instruments for the evaluation system.

BREAK (10:45)

4. Report Out with Examples on the Screen and Develop Group Consensus of Evaluation System/ Model

Kerrie (11:30)

LUNCH (12:00)

5. Finish Report Outs

Teams discussed with the entire group issues and questions that came up in their development of forms and documents that needed to be addressed by everyone. Notes were taken on these issues and questions. Kerrie and Suzanne will find out how these concerns will be addressed. These issues are summarized below.

- How will the survey be weighted and included in the final summative rating? Should it be the
 third part of the entire framework: Student growth, professional practices for effective
 instructional leadership, and stakeholder input? Or should the evidence from stakeholder
 surveys be part of the evidence to measure professional practice? This will be taken to Dr.
 Dickson for discussion.
- Is it possible for the weightings to change after the pilot years? Yes.
- For the evaluation process to be formative, does the mid-year conference need to be required and not optional? It was decided that the mid-year conference will be optional and districts may choose.
- Does the group prefer that an accumulative score on all three components of the evaluation framework be used to refer an administrator to remediation or should it just be one individual "not effective" rating? LEAs will need to align their policies and practices to this system. Total score demarcation for reporting highly effective, effective, not effective is important. Improvement plan/remediation comes into play. So the big question is when does the evaluation trigger remediation? It was decided that any not effective rating in any standard, could require an improvement plan.
- Should provisional administrators be evaluated on all 6 standards or should the system
 "phase in" the evaluation of the standards over three years? It was decided that all 6
 standards will be required for all administrators, career or provisional. The goals setting
 process should help resolve these issues.

In addition, Mike Smith and Steve Dimond in Team 1 and Vicci Gappmeyer in Team 3 offered to complete additional TASKS not completed in the working sessions.

6. Focus Group Decisions

Suzanne (1:30)

Suzanne led a discussion about how the Focus Group should be organized and the questions that will be asked after sharing a PPT. <u>The PPT is attached</u>. The group developed sample questions that were organized by Kerrie and Suzanne. <u>These are attached to the minutes and will be finalized March</u> 13th.

7. Closing Comments and Wrap-up Suzanne and Kerrie (3:00)

It was decided that a sub-group of writers will meet March 13th at the USOE to finalize the documents for the Focus Group. The Focus Group will be held on March 20th. See below.

- 8. Next Meeting:
 - i. March 13: North and South Board Rooms, USOE, 9-3:00 <u>Amended that Writing</u>
 <u>Subgroup will meet instead of entire Workgroup</u>
 - ii. March 20: JSD, ASB, -- Focus Group <u>Amended that Focus Group is postponed and will</u>
 be rescheduled
 - iii. April 19: Room 156, USOE, 9-3:00 Wrap up and prepare for Evaluation Summit

iv. April 24: Evaluation Summit, U of U Marriott, SAVE the DATE

Lunch will be provided at noon. Thank you for your participation. Minutes will be sent electronically.